

**SAMPLE LETTER
REQUEST FOR ECONOMIC REVITALIZATION AREA (ERA) AND TAX ABATEMENT
(PERSONAL PROPERTY ABATEMENT)**

(Insert date)

The Honorable James D. Lienhoop
Office of the Mayor
123 Washington Street
Columbus, IN 47201

RE: Economic Revitalization Area Designation and Tax Abatement for Personal
Property
(Insert property owner's name)

Dear Mayor Lienhoop:

(Insert company's name), manufacturer of (insert product name), is planning an expansion of its facilities located at (insert address of location). Our expansion plan includes the installation of new manufacturing equipment with an estimated value of (value of equipment here).

As a result of this expansion, (insert number) jobs will be retained and (insert number) jobs will be added by (insert estimated date total number of employees will be added).

We are requesting designation of our property located at (insert address of location) as an economic revitalization area, and we are requesting tax abatement on the purchase of new manufacturing equipment.

Attached hereto are: Application for Designation of ERA, Application for Tax Abatement, Agreement of Cooperation, and Statement of Benefits form (SB-1), and a list of the equipment to be purchased.

We request that you place this item on the Council Agenda at the earliest convenient date. If you have any questions, please call (insert name of contact person) at (insert telephone number).

Sincerely,

(Original signature here)
(Insert name and title under signature)

Enclosures

cc: Mary Ferdon, Executive Director of Administration and Community Development
Alan Whitted, City Attorney